



# Re-opening Plan Hedmoor School: Sept 2020

**Information for Parents**

## RE-OPENING AT HEAMOR SCHOOL

This document has been developed to explain the safety measures that will be in place from 3<sup>rd</sup> September when the pupils return.

We would appreciate you taking time to read this carefully so that you are able to follow the new procedures and routines which will help to reduce the risks to yourselves, staff and your children.

I need to make it clear that the Government guidelines state that all children must return and that attendance procedures have been reinstated.

The measures outlined are based on several guidance documents provided by the Department for Education and most importantly by our own risk assessments of the school setting.

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### What is a 'Bubble'?

To ensure the minimising of contact and mixing we have been advised to set up 'bubbles' i.e. groups of children and adults. This will include reducing movement around the building also. The groups we set up will have separate breaktimes and lunchtimes as they will need to stay with those adults at all times.

### How will the bubble groups be organised?

As you are aware from our staffing letter, we have made every effort to keep familiar staff with the children to support their transition back into school and into their new class.

We have organised the children and staff into the following bubble groups - this does not mean we are combining classes, we have formed dual class bubbles to ensure staffing levels and the class groups and staff will be kept as separate as possible through scheduled breaktimes/lunchtimes;

Bubble Group	Staff
Red Class (EYFS)	Mrs Trenerry, Mrs Flores, Mrs Searle
Orange / Yellow Class / The Pod (Y1/2)	Miss Cocks, Mrs Rudlin, Mrs Chamberlain (1:1), Mr Ninnes, Mrs Maddern, Miss Graham (1:1) Mrs Osborne, Miss Barker (1:1), Mrs Barr
Green / Blue Class (Y3/4)	Miss Blayney, Mrs Adams, Mrs Jones Miss Williams, Mr Fletcher, Mrs Reeves (1:1)
Indigo / Violet Class (Y5/6)	Mr Davies, Miss Glover (1:1) Miss Shields, Miss Crosse

## Allocated toilets

We have allocated toilets to each 'bubble' group as this will reduce the amount of children using each facility and therefore reduce the potential risk of transmission.

Bubble group	Allocated toilet
EYFS/Red Class	Classroom toilets
Year 1/2	toilet next to Y1 cloakroom/ hall toilets
Year 3/4	Toilets outside Green Class
Year 5/6	Toilets outside Violet Class

## What size group will my child be in?

Your child will be with their class in groups of no more than 30 children.

## Will social distancing be expected?

The children and staff will be encouraged to socially distance where possible. The most recent advice states that the Government '*understands that Primary aged children will not be able to maintain the 2m distance*' and therefore as a school we should and will implement the following hierarchy of measures including:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices (i.e. covering mouth when coughing/sneezing and the catch it (*in a tissue*), bin it, kill it approach)
- regular cleaning of settings
- minimising contact and mixing

there are measures in place across the school to ensure effective social distance including allocated toilets, minimising numbers of children and staff using different spaces.

## Will school dinners be available?

At lunchtime, if you would like to take up the school dinner option we will be able to offer a school lunch. We are not able to run the lunchtime provision in the normal way with the children eating at tables in the hall as the children cannot be in the hall at the same time. The lunches will therefore be delivered to their class room in single use containers/lunch bags and will be eaten in the class room before their break outside. With this approach in mind, a 2-week menu has been created by Mrs Halliday, our kitchen manager (see below). Children will order from this

menu each morning as usual. Again, they will remain with their 'bubble' and will not be allowed to mix with other children.

 <b>AUTUMN TERM 2020 MENU</b>		
	Week 1	Week 2
Monday	Sausage Roll <u>or</u> Cheese and Bean Turnover Oat Cookie Fruit Juice Carton	Pixie Pasty <u>or</u> Cheese and Bacon Turnover Ginger Fairing Fruit Juice Carton
Tuesday	Sandwich made on 50/50 Bread Ham, Cheese <u>or</u> Tuna Carrot Cake Muffin Bag of Sultanas Juice Carton	Sandwich made on 50/50 Bread Ham, Cheese <u>or</u> Tuna Red Velvet Muffin Bag of Sultanas Juice Carton
Wednesday	Cheeseburger <u>or</u> Fish Burger Pot Wedges and Ketchup Sachet Salad Sticks Frube Juice Carton	Chicken Burger <u>or</u> Quorn Burger Pot Wedges and Ketchup Sachet Salad Sticks Frube Juice Carton
Thursday	Pizza Panini <u>or</u> Tuna and Sweetcorn Pasta Salad Blueberry Muffin Melon Slice Juice Carton	Cheese and Ham Panini <u>or</u> Tomato Pasta Salad Chocolate and Banana Muffin Melon Slice Juice Carton
Friday	Jumbo Fish Finger <u>or</u> Quorn Dippers Chips Custard Biscuit Fruit Milkshake Carton	Battered Fish <u>or</u> Veggie Sausages Chips Shortbread Biscuit Fruit Milkshake Carton

### Will Breakfast Club & After School Clubs be running?

No, unfortunately as we are working within bubble groups this will restrict our capacity to run this provision at the present time.

### Will there be whole school assemblies?

Assemblies will not take place as we are unable to allow the children to all gather in the hall. Collective worship will take place within their classroom setting.

### What are the drop off and pick up routines now?

We will need to avoid the large groups of parents and children that pick up and drop off times create therefore we will be running a staggered start and end to the school day.

Depending on the **surname** of your child, you will be given a 15-minute time window for dropping off in the morning and again in the afternoon. If you miss your window (because you are late for some reason) then you will need to wait until all parent groups have been through. If within your family group siblings have different surnames then please use the surname of the eldest sibling to determine your time-slot.

The time slots will be as follows;

**Arrival at school:**

**8.45am** Surnames beginning with letters **A-F**

**9am** Surnames beginning with letters **G-Q**

**9.15am** Surnames beginning with letters **R-Z**

**Red Class Entrance:** To further reduce the contact, the children in Red Class will continue to be dropped off at their classroom 'pencil' gate.

**Orange/Yellow Class Entrance:** The children in Years 1/2 should be dropped off at the door behind the hall which can be accessed by following the path up the right-hand side of the building.

**Green/Blue Class Entrance:** Children in Years 3 and 4 should continue to use the morning entrance adjacent to the school office.

**Indigo/Violet Class Entrance:** Children in Years 5 and 6 should use their classroom door which is accessed via the top playground. Parents should not enter the top playground please as the gate width is not sufficient for people to pass at a safe distance.

**Departure from school:**

Children should be collected from the bottom playground which is accessed by following the one-way system along the path up the right-hand side of the building and down the first set of steps by the metal gate. We urge parents to distance themselves around the perimeter of the playground and allow their child to be dismissed to them by their supervising adult.

We recognise that this arrangement will be trickier for our Early Years children, particularly when they first start school with us, therefore they can be collected from their classroom 'pencil' gate from 2.30pm onwards. For families collecting Red Class children with older siblings, please collect your child from Red Class up to 15 minutes before the time slot of their older sibling. This will allow parents time to collect their youngest child first before waiting with them on the playground for the older sibling(s).

### Monday - Thursday:

2.30pm Red Class collection from classroom 'pencil' gate

2.45pm Surnames beginning with letters A-F

3pm Surnames beginning with letters G-Q

3.15pm Surnames beginning with letters R-Z

### Friday:

1pm Red Class collection begins (from classroom 'pencil' gate)

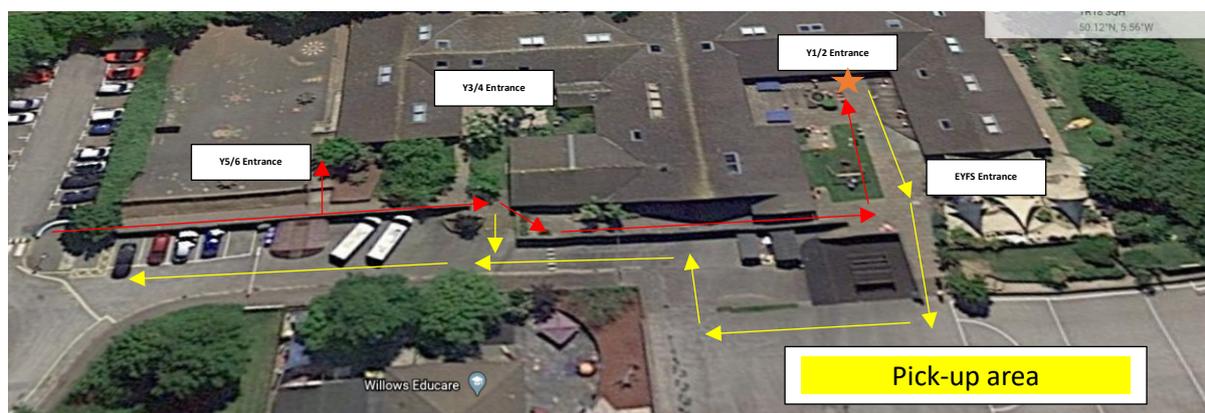
1.15pm Surnames beginning with letters A-F

1.30pm Surnames beginning with letters G-Q

1.45pm Surnames beginning with letters R-Z

For safety reasons, we will have to insist that **only one parent should accompany their child(ren) whilst onsite** and where the age or maturity of the child allows, they should proceed from the site entrance independently. Please be aware that most pathways leading up to the school building will continue to be one-way as the widths do not allow for people to pass at a safe distance. This would include the sloped path therefore, so we can plan accordingly, I would be grateful if parents could advise on any mobility issues they have as the exit routes would involve steps.

The **red arrows** show **entry** routes and **yellow** show the **exit** routes.



### **Will I be able to park on site during the morning drop off?**

Due to increased pedestrian use of the driveway area during this time - please note that there will be no parking available on the school site from 8.30am - 9.30am. We will be running a 'drop-off' facility where parents can pull into the

driveway briefly to allow the children to exit the vehicle onto the path. This will be supervised by a member of staff.

This arrangement will inevitably put pressure on the spaces available on the roads near the school site, the staggered starts will ease this slightly but we would be very grateful if you could walk/cycle to school where possible.

The school site will continue to be completely closed to visitor/parent traffic (2.30pm - 3.30pm) and may not be accessed by vehicle. This will include parents accessing Willows Nursery. The barrier on the driveway will be open at this time to take full advantage of the width available and promote social distancing as you leave the site.

Please note that the pedestrian gates have been allocated as either an entry or exit route as they are not wide enough for parents/children to pass at a safe distance.

### **Can I use access the disabled parking?**

Yes, the disabled parking space will be available during the morning drop off and the afternoon pick up by anyone who is a holder of a valid blue (disabled parking) badge. Please note, this must be displayed to access the space.

### **What are the times of the school Day, will they change?**

As mentioned we intend to do a staggered drop off and pick up starting from 8.45am in the morning and for pick up, from 2.30pm (from 1pm on Friday afternoon).

Due to the difficulties around PPA provision, as explained in the accompanying letter - with the support of our Governors the school will be open to children for 4  $\frac{1}{2}$  days a week, finishing after lunch on Friday's. Please be reassured that due to the way we are reorganising the timings of the school day - the children will still be in receipt of all of their statutory hours. This will also allow for a weekly deep cleaning which is extremely important at this present time.

On a Friday afternoon, I will be asking staff to set children an online learning task to complete at home.

### **What will the children be learning at school?**

From September, we will resume our normal curriculum offer. Our first project for Years 1-6 will be 'This Green & Pleasant Land' which is a Geography based project looking at the climate, vegetation and geographical features of our local area in comparison with areas around the world.

Alongside this, we will be delivering a 'recovery curriculum' aimed at supporting children in their transition back to school, helping them to come to terms with the recent events, their anxieties etc. focussing on the social /emotional aspects and supporting children to be ready to learn again.

### **How often will you be cleaning the building?**

In line with guidance we will be cleaning the school twice daily. At lunchtime, the classroom surfaces and door handles will be cleaned with an anti-viral spray. We will also ensure children (and staff) are washing hands on a regular basis throughout the day. Children will be asked to wash hands on entry to the building using the handwash stations set up in their classroom. We have several fixed hand sanitiser stations located around the building and we are in the process of increasing the number of these.

During the daily cleaning at the end of the school day, we now routinely use the 'fogging' machine in each room to ensure all surfaces (including carpets) are disinfected.

### **Will the children have to wear uniform?**

Yes.

We would advise that their uniforms are washed regularly and would also advise that children change out of their uniform as soon as they get home to minimise the possibility of transferring the virus to the home environment. We would also suggest that children bathe as regularly as possible, ideally this would be daily.

Please remember that school uniform is now available on line directly from our supplier, School Trends:

<https://www.schooltrends.co.uk/uniform/HeamoorCommunityPrimarySchoolTR183JZ>

We have a stock of uniform left in school which is being sold at the 2019/20 price. Please contact the school office to check availability of sizes.

### **What will the classrooms look like?**

The classrooms will need to be changed to facilitate the protective measures. Tables will be spaced out and children will be encouraged to stay at the same tables throughout the day. Children will be encouraged to observe the 1m+ distancing where possible. Movement around the classroom will be kept to a minimum also.

We will continue to utilise our outside spaces though as of course being in the open air is safer for everyone. We are very lucky at Heamoor to have a variety of spaces available and we will take advantage of that.

### **What do we do if we need to speak to staff?**

Unfortunately, staff will not be available to chat during drop off and pick up times as we can't have adults lingering as other parents are dropping off or picking up.

If you need to speak to the school office, please be aware that only one person will be permitted to enter the reception area at a time so you may have to queue outside. To reduce this crossover of people, we would urge you to either telephone or send an email if you have a query.

**Tel: (01736) 364868**

**Email: [secretary@heamoor.cornwall.sch.uk](mailto:secretary@heamoor.cornwall.sch.uk)**

Staff will still be able to pick up messages via Class Dojo and we recommend that this is the best way to contact them if you need to. If it is urgent or time sensitive, please call the school office.

### **Will the Free School Meal Vouchers continue?**

During the period of partial school closures, parents were allocated supermarket voucher in lieu of Free school meals. Once school reopens in September, these vouchers will cease and your child will once again be eligible for a free meal at school. Please see the menu section explaining lunchtimes.

### **What will breaktimes/lunchtimes look like?**

The children will have breaktimes and lunchtimes with their 'bubble' group. The breaktimes/lunchtimes have been organised to ensure limited crossover with other 'bubble' groups. This also means that the children will have more space on the playgrounds ensuring social distancing is easier to achieve. The children will be encouraged to maintain the 1m+ social distancing at all times and adults will support them in playing games that don't require physical or close contact.

### **What will happen if my child needs first aid?**

To minimise movement around school, each bubble will be provided with a separate first aid box and we will ensure that there is a trained first aider in each room. Each first aid box has been stocked with appropriate PPE in the form of gloves, plastic aprons and disposable masks for staff to wear should they need to administer first aid.

### **What will happen if my child needs equipment or resources in the classroom?**

It is advised that children have limited shared resources e.g. pencils, rulers etc. to limit the potential of spreading the virus therefore we will provide each child with a set of equipment for use in the classroom. Any resources being used will be organised in this way where possible.

### **What happens if my child develops symptoms?**

When a child or staff member develops symptoms compatible with coronavirus including a new, continuous cough or a high temperature, or has a loss of, or change in their normal sense of taste or smell (anosmia) then they will be sent home and advised to isolate for 7 days. Their fellow household members should self-isolate for 14 days.

All staff and children who are attending school should have access to a test if they display symptoms of coronavirus, and will be encouraged to get tested in this scenario. Where the child or staff member tests negative, they can return to school and the fellow household members can end their self-isolation. Where the child or staff member tests positive, the rest of their 'bubble' group will be sent home and advised to self-isolate for 14 days.

### **Should my child wear a mask to school?**

No, children will not be wearing masks in school as they are not recommended. Face coverings or masks should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Adults will only wear masks if they are administering first aid as they will need to be in closer contact with the child they are caring for.

### **How will behaviour be managed to ensure safety?**

With the new protective measures in place, it is important that the children understand why we are doing things in a different way and what will be expected of them. We would appreciate parents talking this through with children so they know what to expect. It is important for our schools to maintain a calm and orderly atmosphere, where everyone is following the rules because that will keep everyone safe. Before we reopened in June, you will recall that we updated our behaviour policy to reflect these new protective measures, necessary rules and routines. This is available on our school website.

**Will the school be running Key Worker groups?**

No, with the school fully reopened we are no longer required and unfortunately do not have the capacity to provide this facility.

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*Thank you for taking the time to read through this document. If you have any questions please contact the school via email. Please be patient though as the email system is not checked daily during the holiday period but we will reply as soon as possible.*